



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

SEP 19 2005

IMEU-VIC-MWR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-34, Post Library Conduct

1. The U.S. Army Library Vicenza (Post Library) encourages the use of its facilities for reading, study, research, recreation and the legitimate use of the Library's resources and services. The Library pledges to provide an atmosphere conducive to delivering library services to its patrons.
2. To further this goal, Library patrons are asked to conduct themselves in an orderly and considerate manner. Any behavior that disrupts the orderly use of the Library is prohibited. This includes, without limitation, behavior that constitutes a nuisance, or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.
3. Unacceptable behavior is not permitted. Unacceptable behavior includes, but is not limited to:
 - a. Loud talking or other noise
 - b. Physical threats or abuse
 - c. Running and roaming
 - d. Abusive or foul language
 - e. Abuse or misuse of Library furnishings, equipment or materials
 - f. Congregating in or around entrances or stairways, inside or out
 - g. Commission of an illegal or unauthorized act on Library property against the patrons, personnel or property of the Library, i.e., theft, trespass, assault, arson, etc.
 - h. Use of alcohol or mood-altering drugs on library property.

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i. Inappropriate public displays of affection

4. The following are not permitted:

a. Solicitation by commercial or private (non-governmental affiliated) persons or businesses.

b. Smoking

c. Eating or drinking (except for bottled water)

d. Loitering

e. Weapons

f. Possession of alcohol; possession of illegal drugs

g. Cellular phones may not be used in the Library

5. Patrons will be warned once and requested to leave if the unacceptable behavior does not immediately cease. If a patron refuses to comply or refuses to leave, the Military Police will be contacted. Patrons who have been asked to leave for non-compliance with the above will be provided a copy of this policy. The behavior which resulted in their removal from the library will be noted on the policy which is to be signed and dated by a library staff member. The library will maintain a written record of all such incidents. This record will contain at a minimum:

a. Date and time, full name of the offending individual and a brief description of the inappropriate behavior. Also, the full name of the library staff member(s) involved and if the behavior involved is criminal in nature, the Military Police will be contacted.

b. Minors who have been asked to leave the library for unacceptable behavior (other than criminal acts) will not be allowed to return to the library until the sponsor or spouse of this individual meets in person (by appointment) with the Post Librarian to discuss the incident and consequences if unacceptable behavior continues. Repeated incidents will be dealt with as follows:

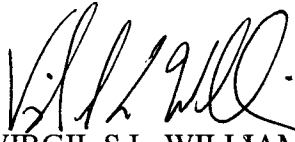
2d offense	One week restriction from the library
3d offense	One month restriction from the library
4 th offense	One year restriction from the library

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c. Adults who have been asked to leave the library for unacceptable behavior will be referred through the appropriate chain of command for disciplinary action.

6. POC is the Post Librarian at DSN: 634-8419.



VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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